

THIS BACKGROUND CHECK MUST BE COMPLETED BEFORE VOLUNTEER ACTIVITY

PLEASE COMPLETE FORM AND RETURN TO:

**SCHOOL DISTRICT OF SHEBOYGAN FALLS
220 AMHERST AVENUE
SHEBOYGAN FALLS, WI 53085**

FOR VOLUNTEERS ONLY

**CONSENT TO PERFORM INVESTIGATIVE CONSUMER REPORT
IN COMPLIANCE WITH THE FCRA (FAIR CREDIT REPORTING ACT)**

Last Name			First Name			Middle Name or Initial		
Maiden or other name(s) used				E-mail Address				
Address			Apt. or #		Volunteer for which activity/building			
City		County		State		Zip		
** Date of Birth			**Gender			**Race		

****TO BE USED FOR CRIMINAL HISTORY CHECKS ONLY AND NOT A PART OF THE PERSONNEL FILE.**
In connection with my application for employment, my continued employment, or in connection with my desire to engage in volunteer activities, I have been advised and I hereby consent and authorize the Employer and its agent, at any time during or subsequent to my application process, to conduct an investigative consumer report that may include, but are not limited to, a criminal record check, employment and education verifications, personal references; personal interviews; my personal credit history; and driving record. I do hereby consent to Employer's use of any information provided on this form or during the application process in performing the investigative consumer report. Employer has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment. I agree to release, indemnify and hold harmless Employer and any reporting agency Employer uses with regard to any information reported by the reporting agency. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained from a consumer reporting agency. If so, I will be notified and given the name, address, and phone number of the agency which provided the information. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of Employer. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information. I acknowledge that facsimile, copy or email shall be as valid as the original.

The following are my responses to questions about my criminal history (if any).

IF ANY INFORMATION PROVES TO BE UNTRUE, IT MAY BE GROUNDS FOR CANCELLING ANY OFFERS OF EMPLOYMENT, TERMINATING EMPLOYMENT, OR VOLUNTEERING AT THE DISCRETION OF THE SCHOOL DISTRICT OF SHEBOYGAN FALLS.

1. YES NO Have you **EVER** (during your lifetime) been convicted of, or do you have any charges pending, or are you under investigation for any felony, misdemeanor, or ordinance/statue violation? IF YES, please include date, location, nature and circumstances of offense. (Exclude minor traffic misdemeanors).

State: _____ County: _____ Date of Offense: _____ / _____ / _____

Details of conviction: _____

2. YES NO Have you **EVER** (during your lifetime) received deferred adjudication or similar disposition for any federal, state or municipal offense? If yes, please provide details below.

State: _____ County: _____ Date of Offense: _____

Details of offense: _____

OVER →

3. YES NO Have you **EVER** (during your lifetime) received probation or community supervision for any federal, state or municipal offense? If yes, please provide details below.

State: _____ County: _____ Date of Offense: _____

Details of supervision: _____

4. YES NO Have you **EVER** (during your lifetime) been convicted of any criminal offense in a country outside the jurisdiction of the United States? If yes, please provide details below.

Country: _____ City: _____ Date of Offense: _____

Details of conviction: _____

THIS SECTION IS TO BE USED TO LIST ALL COUNTIES AND STATES OF RESIDENCE SINCE HIGH SCHOOL GRADUATION OR AGE 18.

CITY/TOWN	COUNTY	STATE

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS CONSENT FORM IS TRUE, CORRECT AND COMPLETE. IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE, I UNDERSTAND THAT GROUNDS FOR CANCELLING ANY OFFERS OF EMPLOYMENT, TERMINATING EMPLOYMENT, OR VOLUNTEERING WILL EXIST AND MAY BE USED AT THE DISCRETION OF THE SCHOOL DISTRICT OF SHEBOYGAN FALLS.

Signed this _____ day of _____, _____.

APPLICANT (PRINT NAME) _____

APPLICANT'S SIGNATURE _____

DISTRICT OFFICE USE

Date Background Check Completed: _____

Background Check: Approved: _____ Not Approved: _____ Requires Further Review: _____



Lynn Bub Elementary School Principal
P: (920) 467-7820 EXT 5101
E: lbub@sheboyganfalls.k12.wi.us

Sheboygan Falls Elementary School Volunteer Contract

The Sheboygan Falls Elementary School Staff extends a warm welcome to all parents and families who wish to volunteer their time and talents at SFES. We hope that you will find your volunteer experience at SFES both exciting and rewarding.

Our volunteer expectations are as follows:

- Sign in and out in the main office each time you visit.
- Wear a visitor identification badge.
- Be prompt and reliable.
- Remain confidential. DO NOT share information with others about students or staff you are servicing.
- Be sure to communicate with the teacher. Volunteers may not take students from a designated area without checking with the teacher.
- You are considered a professional volunteer and role model for students. Appropriate dress is required.
- Discipline is the classroom teacher's responsibility. Report concerns to the teacher for him/her to handle.
- Volunteer use varies from teacher to teacher and grade to grade depending on the needs of the students in their individual classrooms.

I understand and support the expectations for volunteering at Sheboygan Falls Elementary School.

Your Name: _____

Child's Name: _____

Child's Grade Level: _____

Classroom Teacher's Name: _____

Date: _____

Please return this form, along with your background check information, to your child's teacher or the school office.